

State of Michigan Michigan Developmental Disabilities Council



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March 27, 2005

Dear Colleague:

Attached is the DD Council's Request for Proposals (RFP) package for two grant projects:

2005C.1. Finding Our Way Home: Statewide, and

2005C.2. Community Partnerships for Finding Our Way Home

You can also get the RFP, proposal forms and instructions, and *Information and Tools for RFP Package 2005C* from the Council's web site, www.michigan.gov/ddcouncil. To get a hard copy, or to have the electronic files emailed to you, contact Mitzi Allen at (517) 334-7240 or email ddcouncilgrants@michigan.gov.

Community Partnerships for Finding Our Way Home are local projects, which require RICC review. The deadline for notifying your local RICC of your intent to submit a proposal is July 7, 2005. *Information and Tools for RFP Package 2005C* includes contact information for all of the RICCs. *Finding Our Way Home: Statewide*, as a statewide project, will not require RICC review.

The deadline for getting proposals for *Finding Our Way Home: Statewide* to the Council office is 2:30 p.m. on May 24, 2005. The deadline for *Community Partnerships for Finding Our Way Home* is July 21, 2005 at 2:30 p.m.

Bidders' Conferences for all projects in this RFP package will be April 14, 2005 starting at 1:30 p.m. They will be in the conference room at the Michigan Developmental Disabilities Council office, 1033 S. Washington Avenue, 3rd floor; Lansing, Michigan 48910. A second Bidders' Conference, also at the Council office, will focus just on *Community Partnerships for Finding Our Way Home*. It will be June 9, 2005 at 1:30 p.m. You can get a map from the web site or from the office.

Bidders' Conferences allow you to hear about, discuss, and ask about the Council's grant making practices and the specific requirements for these initiatives. Staff will also explain the assistance available to those preparing proposals and, on request, consult on proposal development. Attendance is not required. More detail on bidders' conferences is in Section III.B.1, on page 16 of the RFP package.

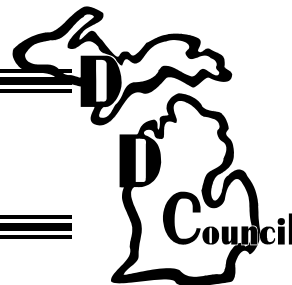
If you have questions about the RFP or about the Bidders' Conference, contact Cheryl Trommater at (517) 334-7023 or Trommater@Michigan.gov.

Sincerely,

Vendela M. Collins, Executive Director

Attachment

Requests for Proposals:



Package 2005C:

Projects to carry out goals and objectives in the *Michigan 5-Year State Plan for Developmental Disabilities, October 1, 2001 to September 30, 2006* in accord with federal P.L. 106-402, the *Developmental Disabilities Assistance and Bill of Rights Act of 2000*, as amended.

2005C.1. *Finding Our Way Home: Statewide*

2005C.2. *Community Partnerships for Finding Our Way Home*

To develop a grant proposal, you will also need:

- Proposal Development Forms and Instructions, and
- *Information and Tools for RFP Package 2005C.*

**This RFP, and all forms, instructions, and information for
developing a proposal, are available on the DD Council's web site:**

www.michigan.gov/ddcouncil.

**Information files are in Adobe Acrobat (pdf). Forms are in Microsoft Word (.doc). Budget
forms are also available in Excel.**

Hard copy or computer files are also available by contacting Mitzi Allen:

ddcouncilgrants@michigan.gov or (517) 334-7240. Ask for RFP Package 2005B.

Large-print versions of all documents and information are available on request.

The DD Council's designated state administering agency:

**Michigan Department
of Community Health**



Jennifer Granholm, Governor
Janet D. Olszewski, Director

MDCH is an equal opportunity employer, services and programs provided

Todd A. Koopmans, Chairperson • Vendella M. Collins, Executive Director
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Michigan Department of Community Health, Designated State Agency • Janet D. Olszewski, Director

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To develop a grant proposal in response to this RFP, you will need the following. All are available on the Council’s web site or directly from the DD Council office:

- A. Proposal Development Forms and Instructions:
 - 1. Forms for developing a DD Council grant proposal
 - 2. Instructions for completing the forms
 - B. *Information and Tools for RFP Package 2005C*: Material for developing a DD Council grant proposal:
 - 1. RICCs: Description, Contact Information, Notification and Review
 - 2. “About DD Council Grants”
 - 3. Checklists for general requirements, for projects in this package, and for checking sustainability
 - 4. “Vendor Registration with the State of Michigan
 - 5. Specific information relevant to projects in RFP Package 2005C.
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Section I. The DD Council and Its Grants.

A. Purpose of the Michigan DD Council's Grants Program.

- 1. Principles.** P.L. 106-402, the federal *Developmental Disabilities Assistance and Bill of Rights Act of 2000* (the DD Act) funds state developmental disabilities councils and sets rules for them. The Michigan DD Council's *Five-Year Strategic State Plan* sets the Council's goals and objectives. The DD Council is a systems advocate. It uses grants as one of its tools to promote systems change, to better support the hopes and dreams of people with DD. The DD Council supports self-determination and community inclusion and participation for people with DD and their families in all of its work.

The DD Council's Mission is:

To support people with developmental disabilities to achieve life dreams.

2. Strategy. The DD Council has a small budget with which to influence a complex system. To make the best use of its resources, it emphasizes strategies that support its mission and goals by:

- Using extensive collaboration to achieve systems level outcomes;
- Working to change policies and programs in ways that support self-determination and inclusion;
- Using DD Council resources to leverage other funds, from the community, the services system, and other sources;
- Focusing on concrete outcomes for people with DD, their families and communities; and
- Planning and working from the start for sustainable results – positive change that will continue after the end of the grant project.

DD Council grant projects support

- **Self-Determination; and**
- **Community Inclusion and Participation for people with DD and their families.**

Council-funded projects may **NOT** operate in segregated, "disability-only" settings

B. RICC Review.

- 1. Applicants for grants for local projects,** including 2005C.2. *Community Partnerships for Finding Our Way Home*, must provide review copies of their proposals to the Regional Interagency Coordinating Committee on Developmental Disabilities (RICC)¹ in the area where the project would operate. For RICC review, applicants for local projects must:

¹ *Information and Tools for RFP Package 2005C* (available on the DD Council web site or from the office) includes information about RICCs, a list of current RICCs and contact information. It also includes instructions in the RICC review process for applicants and RICCs. The form RICCs use for reviewing proposals is also in that package.

- a. Notify their RICC, by July 7, 2005, that they intend to submit a proposal. (Otherwise, the RICC will not know that it needs to set up a review process.) A is in *Information and Tools for RFP Package 2005C*.
- b. Get the RICC chair's signature on the "RICC Acknowledgment of Notification." (In *Information and Tools for RFP Package 2005C*);
- c. Include the signed acknowledgement form, prominently, on top of the proposals submitted to the DD Council office; and
- d. Submit five (5) copies of the proposals to the RICC, by the proposal deadline.

2. Proposals for state-level projects, including 2005C.1. *Finding Our Way Home: Statewide*, do **NOT** require RICC review.

C. The DD Council's Target Population.

The DD Act defines the term "developmental disability" as:

- “ A severe, chronic disability of a person 5 years of age or older which:
- A. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - B. Is manifested before the person attains age twenty-two;
 - C. Is likely to continue indefinitely;
 - D. Results in substantial functional limitations in three or more of the following areas of major life activity:
 - i. self-care; ii. receptive and expressive language; iii. learning; iv. mobility; v. self-direction;
 - vi. capacity for independent living; or vii. economic self-sufficiency; and
 - E. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated;
- Except* that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided. ”

For particular projects, the Council may set more specific targets. See "Section II: Project Specifications."

If your organization has never had a contract with the State of Michigan, you must register it as a vendor before the DD Council can issue a grant to it. See *Information and Tools for RFP Package 2005C* for more information about registering.

D. Submitting Proposals.

- 1. Forms:** Forms and instructions for writing a proposal are available on the Council's web site, www.michigan.gov/ddcouncil, or from the Council office.
- 2. Copies:** Fifteen (15) copies of each completed proposal for projects in this package must **reach** the DD Council office by the response date given below.
- 3. Response Date:**
 - a. For 2005C.1. *Finding Our Way Home: Statewide*, proposals must be IN the DD Council office by 2:30 p.m. on May 24, 2005.

- b. For 2005C.2. Community Partnerships for Finding Our Way Home, proposals must be IN the DD Council office by 2:30 p.m. on July 21, 2005.

4. Council Address: Mail or bring your proposals to the DD Council office:

**Michigan Developmental Disabilities Council
1033 S. Washington Avenue
Lansing, Michigan 48910.**

For a map to the DD Council office, contact Mitzi Allen at ddcouncilgrants@michigan.gov.

E. Incurring Costs.

The Michigan Developmental Disabilities Council and the Michigan Department of Community Health, its designated administering agency, are not liable for costs incurred before issuing a contract.

F. Rejection of Proposals.

The Michigan Developmental Disabilities Council reserves the right to reject proposals received because of this RFP, or to negotiate separately with any source. The State does not intend to award a grant solely based on this request or to pay for information solicited or obtained.

Section II. Project Specifications.

A. General Requirements:

All DD Council grant projects must:

- 1. Assure participation** by people with disabilities and their families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. All grant proposals must describe:

- A. How people with DD and family members, including minority representatives, participated in developing the proposal;
- B. How people with developmental disabilities and family members, including those in minority

It is the Michigan Developmental Disabilities Council's policy to recognize and support the needs of minorities and culturally diverse populations in all goal activities.

A DD Council grant project must foster participation by people with developmental disabilities and their families in planning, doing and evaluating the project.

and other culturally diverse populations, will take part in planning, doing and evaluating the project;

C. How the project will do minority outreach, to assure diversity among participants; and

D. Plans for developing, executing and evaluating it with cultural sensitivity, to meet diverse needs.

2. Evaluate the project's activities and accomplishments. This includes assessing concrete outcomes in the lives of participants, an annual consumer satisfaction survey, and use of survey responses and other assessments to improve the project. Proposals must list outcome indicators and describe data collection planned for assessing the project's success in reaching the Council's targeted outcomes, (below under "Outcomes and Outcome Indicators.")

3. Provide for sustainability of project outcomes beyond the grant. Proposals must describe:

- How the project will assure that capacity developed under a grant project continues; and
- How innovations, awareness, needed activities and other progress will go on after the end of the grant.

The sustainability checklist in *Information and Tools for RFP Package 2005C* may help you think about this part of your proposal.

4. Develop Products. All DD Council grant projects must develop and submit:

Monthly: Financial status reports.

Quarterly: (every 3 months): Program progress reports reflecting progress indicators in the project plan, including data on the outcomes and indicators specified by this RFP.

By the end of Quarter 2 (6 months): Dissemination capacity appropriate to the size of the project, including ability to provide workshops at conferences about disability issues and/or the project's specific subject, to include:

- A tabletop poster display conveying the broad elements of what the project has done and learned. Projects that have been funded for six months or more must have a poster display at the Council's annual dissemination conference, and capacity to provide poster displays at other conferences and seminars concerned with disability issues and/or the project's specific subject area.
- Capacity for a workshop presentation on what the project has learned, adaptable to specific venues. Include project customers as presenters wherever possible and appropriate. Several grant projects each year will (on request) present one-hour workshops at the Council's annual conference.

Annually by October 15 of each calendar year in which the project is active: A summary report of the project's achievements during the fiscal year, including:

- Description of how the project met the outcome indicators specified in the Council's state plan, in this Request for Proposals and in the grant contract.
- Description of data or information generated by the project that would be useful to educate policy-makers and others about the effectiveness of grant project activity.

At the end of the first project year (Quarter 4), and annually thereafter: A written report with:

- Summary of project activities, achievements, outcomes and products for the year and to-date, with:
 - Information about changes in services and supports achieved by the project, including:
 - Description of new approaches implemented, including successes, barriers and plans for overcoming barriers; and
 - Data on outcomes and the resulting change in quality of life levels for people with DD.

- c. Participant data on those involved with the project during the year, including demographics, with aggregation of data on outcomes and indicators for the year and project to date.
2. Evaluation of the project's progress toward achieving its objectives, including:
 - a. Assessment of project achievements in terms of its workplan and of the outcome indicators specified in this Request for Proposals and in the grant contract.
 - b. Report on consumer satisfaction and any other assessment(s) specified.
3. A summary description of how people with disabilities and their families participate in planning, implementing and evaluating the project.
4. Summary of progress toward assuring the sustainability of the project beyond the grant period (See *Information and Tools for 2005C* for a sustainability checklist.), including:
 - a. Description of progress toward developing capacity to continue project functions; and
 - b. A credible plan, updated annually, for continuing project functions beyond the grant period.
- B. Copies of project products, including flyers, informational or advocacy documents, videos, or other products used by the project in carrying out its work; and
- C. Any additional products specified in "Product-Specific Requirements," below.

E. Dissemination. Proposals must describe how the project will disseminate information and products developed by the project, in a variety of media, and in appropriate alternative formats, to assist others concerned about similar issues, to broaden the influence of project outcomes and increase awareness among decision makers and community members about the effectiveness of grant project activity.

Use the "Summary of Assurances" in the *Proposal Package* (Attachment 1) to describe how your project would address each general requirement and to direct reviewers to the relevant parts of the project workplan.

B. Project-Specific Requirements:

Detail on projects to address objectives in the DD Council's 5-Year Strategic Plan.

➔ Projects in this package: *Finding Our Way Home: State and Local*

Problem. In January 2003, the DD Council's Housing Workgroup began to explore the housing needs of people with disabilities, families with children who have disabilities, elders and other vulnerable citizens in Michigan. They examined the housing resources available to them, and found these over-arching problems:

- A.** Too many vulnerable citizens have to live in restrictive settings. For some of them, this is the only way they can be sure of getting the services and supports they need. This happens for a variety of reasons:
 - 1. Many people with disabilities and elders, their families, and those who fund or provide the services they need accept society's assumption that they "belong" in supervised settings;
 - 2. Affordable, accessible housing is in short supply in most communities; and few vulnerable citizens or families know how to find the few available settings;
 - 3. Arranging high quality, reliable services and supports for people with high support needs who do not live in licensed settings can be complex and difficult. In many communities, the help they and their families need is in short supply.
 - 4. Funders on the state and local levels are working on major changes in the way we pay for the services and supports needed by vulnerable citizens and their families. However, institutional bias¹ is still part of the core of the basic funding systems. 75% of Medicaid's long-term care budget still goes to nursing homes. In addition, some Community Mental Health agencies continue to build congregate facilities². Once built, economic issues assure that agencies in the area will keep them fully occupied.
- B.** In many parts of Michigan, the existing stock of safe, affordable, accessible housing in good repair is limited at best. Too many people with disabilities live in "special," supervised settings because they cannot find a more appropriate setting.
- C.** For many people with disabilities and their families, finding a home, and finding a way to pay for it, is overwhelmingly complex. They need expert help just to find their way through the process. This help is not available in many parts of Michigan.
- D.** The Work Group found that there are many more resources than most members had known. Programs often operate in isolation from one another; and consumers, professionals and advocates working with one set of resources are frequently completely unaware of the others.

The workgroup developed the projects in this RFP package to address these findings. One state-level training and technical assistance project will support four to six local projects. Local projects will build community centers of expertise and get the housing needs of people with disabilities and their families integrated into their communities' planning and development processes. The following pages provide detail.

¹ See the "Glossary of Terms" in *Information and Tools for RFP Package #2005C*.

² "Glossary of Terms."

RFP #2005C.1. *Finding Our Way Home: Statewide*

Purpose.

- A.** Increase the ability of adults with DD and families with children who have DD to choose where and with whom they live by:
 - 1. Raising community awareness of the housing needs of people with disabilities, and of the services they need to take part in inclusive communities; and
 - 2. Informing people with disabilities and their families, elders, advocates, policymakers, and local decision makers about the results of institutional bias and how to develop more positive alternatives.
- B.** Help enhance coordination and awareness of available housing resources.
- C.** Increase the housing resources available to people with disabilities.
- D.** Demonstrate incorporating the housing needs of people with disabilities, and the resources available to them, into the generic planning and development efforts of select Michigan communities.

Target Population. Section I.C., above, defines the DD Council's primary target population. In addition, the targets for this project include people with all kinds of disabilities, their families and allies, senior citizens and other vulnerable citizens and their advocates, programs and professionals that work with housing issues, community planners, the housing industry, decision makers and other stakeholders.

Project Activities.

- A.** In the first year, develop (or find and adapt) an electronic housing resource manual for people with disabilities and their families and allies. The manual will include information about:
 - 1. Programs that help people with and without disabilities to get housing, both home ownership and rental, options like home sharing, financing options, and funding supports.
 - 2. Personal assistance and the other community-based supports and services that people with disabilities need to have real choices about where they live.
 - 3. How agencies can use and contribute to the Service Point System and the Housing Locator System¹ and make the systems useful for consumers.
 - 4. What people with disabilities need to do to find the affordable housing they want and need.The manual must include a mechanism for keeping it updated after the end of the grant.
- B.** Work with housing programs across Michigan, with emphasis on areas served by DD Council housing grantees, to:
 - 1. Raise their awareness of resources beyond their own programs; and
 - a. Help them understand how they can work together to increase access to the housing of their choice for people with disabilities.
 - b. Inform them about the important role of personal supports and services in making it possible for people with disabilities to take an active part in their inclusive communities;

¹ See the Glossary in *Information and Tools for RFP Package #2005C* for information about these interagency software systems.

- c. Familiarize them with the Service Point System and the Housing Locator System.¹ Help them find ways to publicize the Housing Locator System to landlords, housing providers, and service agencies and to encourage landlords to enter their vacancy information into the system.
2. Help them improve their planning processes by:
 - a. Facilitating their development of housing plans for area residents with disabilities.
 - b. Helping them understand and link with the resources needed, including the personal support services that make it possible for people with disabilities to choose housing outside restrictive “special” residential settings.
 - c. Helping them incorporate the housing plans for people with disabilities into generic community planning and development processes.
 - d. Coordinating with Consolidated Plan² processes, local continuum of care coordinating bodies³ and agencies that provide the personal supports and services people with disabilities need to live in their own homes.
 - e. Facilitating communities’ participation in Service Point and Housing Locator Systems.
- C. Develop, and/or find and adapt, training and technical assistance resources and support and train housing development specialists, other staff and agencies in local communities, with emphasis on areas served by DD Council housing grantees. (See RFP #2: *Community Partnerships for Finding Our Way Home*, below.) Help them create long-term centers of housing expertise in their communities and develop knowledge and skills in:
 1. Housing development processes;
 2. Accessing housing resources; and
 3. Mentoring people with disabilities and their allies through the processes of:
 - a. Getting and paying for the housing of their choice; and
 - b. Making the connections to get and keep the supports they need to live in their own homes.

Outcomes and Outcome Indicators. Proposals must show how the proposed projects would achieve:

- A. A targeted number of people with disabilities who have homes of their choice through project efforts.
- B. A targeted number of people with DD who move to less restrictive settings through project efforts.
- C. A targeted number of dollars leveraged for housing for people with disabilities.
- D. A targeted number of housing programs and policies created or improved to the benefit of people with disabilities.
- E. A targeted number of units of affordable, accessible housing made available for people with disabilities.
- F. A targeted number of people trained in housing issues for people with disabilities.

¹ See the “Glossary of Terms” in *Information and Tools for RFP Package #2005C* for information about these interagency software systems.

² See the “Glossary of Terms” in *Information and Tools for RFP Package #2005C* for information about this process.

³ See the “Glossary of Terms” in *Information and Tools for 2005C* for information about these groups and the continuum of care planning process.

- G. A targeted number of self-advocates, family members and others active in systems advocacy about housing for people with disabilities.
- H. A targeted number of communities that have gained the information and skills needed to increase the availability of affordable, accessible housing for people with disabilities.
- I. A targeted number of entities in housing related partnerships or coalitions created or sustained because of project efforts.
- J. A targeted number of additional communities that include housing for people with disabilities in their generic housing plans and development.
- K. A targeted number of communities with new centers of expertise on housing for people with disabilities.

Products: In addition to products listed in “General Requirements,” above, proposals for *Finding Our Way Home: Statewide* must describe how the project would develop, or locate and adapt to project purposes:

- A. In the first project year, an electronic housing resource manual for people with disabilities and their allies, as described in Item A. under “Activities,” above.
- B. Starting in the second project year, a collection of the training and technical assistance resources used by the project to assist:
 - 1. Local housing specialists and housing programs,
 - 2. Local housing planning and development efforts, and
 - 3. Community organizations working to mentor people with disabilities through the processes of getting and paying for the housing of their choice and getting and keeping the supports they need to live in their own home.

The project will submit successive drafts of the training and technical assistance resource collection to the grants manager:

Year 2: Outline and table of contents;

Year 3: Draft for review by DD Council staff, other projects, and interested others; and

Year 4: Final product and plan for dissemination.

In Year 5, the project will disseminate the resource.

Other Requirements: A proposal for *Finding Our Way Home: Statewide* must also include:

- A. Description of how the proposed project will have access to the resources needed to carry out the project successfully, including:
 - 1. Experience, expertise, and organizational connections in both housing and disability issues; and
 - 2. Professional skills and experience in providing training and technical assistance; and
 - 3. Communications skills needed to:
 - a. Provide training and technical assistance to the staffs of community-based organizations, and
 - b. Help local organizations to influence their communities’ generic planning and development processes, raise community awareness about the housing needs of people with disabilities, and inform people with disabilities and their allies about the housing and support resources available to them.

- B.** Concise examples of the applicant's communication products for similar projects (Concise means, e.g., an executive summary rather than an entire study, a table of contents and introduction rather than an entire training manual).

Eligible Applicants: Private non-profit organizations and government agencies that can demonstrate that they have access to the skills and experience needed to carry out the proposed project, including:

- A.** Experience and expertise in providing training and technical assistance to professionals and agencies in Michigan communities.
- B.** Knowledge and understanding of:
1. Housing issues, agencies that work with them, and the resources available to people with disabilities and others who need help getting the housing they want;
 2. Disability issues, agencies that work with them, and the supports and services people with disabilities need to live and take part in inclusive communities.
- C.** Experience with, understanding of, and commitment to, self-determination and community inclusion for people with DD and their families.

Project Period: 5 years starting July, 2005.

Project Budget: The Council anticipates having, for one (1) state level project:

Federal:

Year 1	Year 2	Year 3	Year 4	Year 5
\$80,000	\$100,000	\$150,000	\$150,000	\$150,000

Match: This project will not be required to provide match in the first year of the project, but may need to do so in later years, depending on the Council's ability to identify match elsewhere. See "Section IV: Matching Requirements."

Review Criteria: See table on next page.

Review Criteria

Finding Our Way Home: Statewide

Professional and organizational capacity and commitment:	Possible Score	Review Score
<p>Evidence of knowledge and understanding, and of access to expertise about:</p> <ul style="list-style-type: none"> • Federal, state and local funding sources for housing. • Facilitating the formation of community collaborations • Disability issues and working with people with disabilities <p>Y This proposal demonstrates ability to understand and work with coalitions in housing services, and to support and enhance self-determination and inclusion for people with DD.</p>	15	
<p>Evidence of capacity, capability and experience with providing training, technical assistance and support for developing local coalitions and collaborations.</p> <p>Y This organization can provide the support that community-based organizations need to develop centers of housing expertise and help people with disabilities get and keep housing of their choice.</p>	15	
<p>Evidence of commitment to the principles of person centered planning, self-determination and full community participation and inclusion for people with DD, and for minority and culturally distinct populations.</p> <p>Y This organization intends to bring about positive change in housing for people with disabilities and other disenfranchised groups, and believes in inclusion and self-determination.</p>	10	
<p>Evidence of access to the communication skills needed to convey complex technical data to consumers and families, service providers, advocates and policymakers in ways that are sensitive to the needs of people with disabilities, including those with the highest support needs, and of minorities and other special populations.</p> <p>Y This proposal shows the ability to develop the products needed. It includes examples and letters of support that make that clear.</p>	10	
Quality of the proposal and its responsiveness to this RFP.		
<p>Quality of the workplan and evaluation. Clarity and concreteness of the outcomes and indicators that can fulfill RFP objectives. The proposal addresses requirements of the RFP competently and thoroughly, and assures the project's sustainability.</p> <p>Y The steps proposed would accomplish what the RFP intends: This project will change the availability of housing for people with disabilities and others in its community.</p> <p>Y The outcomes and indicators are clear and understandable and will measure project progress accurately. Achieving them will accomplish the Council's intent for the initiative.</p>	17	
<p>Evidence of understanding the problems the RFP addresses and of responsiveness to RFP requirements, including compatibility with the Council's philosophy and values and a reasonable, practical and achievable budget.</p> <p>Y The proposal realistically confronts the problems posed by the RFP and meets the requirements. It shows that the project will serve the Council's target population and achieve the targeted outcomes, including substantial increase in housing for people with developmental disabilities.</p> <p>Y The budget shows clearly how the project would pay for proposed activities. Costs are reasonable, neither too high for the scope of the project nor too low to cover the work needed.</p>	18	
<p>Evidence that people with disabilities and their families, including minorities and culturally distinct populations, helped develop the proposal and will help plan, carry out and evaluate the project.</p> <p>Y The proposal states directly that people with disabilities, family members and minorities participated in developing the proposal and describes their meaningful contributions.</p> <p>Y It explains clearly how they will participate in all aspects of running and evaluating the project in meaningful, substantial ways.</p> <p>Y Their participation is genuine and meaningful, not "tokenism," perfunctory or disrespectful.</p>	15	
Potential Score	100	

RFP #2005C.2. Community Partnerships for Finding Our Way Home

Purpose.

Increase the ability of adults with developmental disabilities in project communities to choose where and with whom they live by:

- A. Creating a long-term center of expertise in each project community, where people with DD can:
 - a. Find the help they need to get the home of their choice; and
 - b. Connect with the community resources responsible for helping them get and coordinate the personal supports and services they need to have real choices about where they live.
- B. Increasing community knowledge of methods for developing housing that meets the needs of people with disabilities.
- C. Enhancing coordination and awareness of available housing resources, including resources for assuring that people have the personal supports and services they need to live in the community.
- D. Demonstrating the incorporation of the housing needs of people with disabilities, and the resources available to them, into the community's housing planning and development.
- E. Increasing housing resources targeted to people with disabilities

Target Population. Section I.C., above, defines the DD Council's primary target population. People with disabilities who want community housing. Allies, programs and professionals that work with housing issues, community planners, decision makers and other stakeholders.

Project Activities. Each local project will:

- A. Create a center of expertise in housing development for people with developmental disabilities in the project community.
- B. Support a community housing development specialist who will
 - 1. Help self-advocates navigate the local process for securing the home of their choice, and
 - 2. Link them with the resources needed, including resources for getting and coordinating needed personal supports and services.
 - 3. Help the grantee organization and its partners participate in the community's process for planning and developing housing for people with and without disabilities.
- C. Help the community adapt their housing systems to meet the needs of people with DD, by:
 - 1. Raising their awareness of existing resources and of ways to work together to increase access to the housing of their choice for people with disabilities.
 - 2. Increasing the number of available housing units in the project community that are affordable and accessible to people with developmental disabilities.
 - 3. Helping them incorporate housing plans for people with disabilities into generic community planning and development.

4. Coordinating these activities with Consolidated Plan¹ processes and the local continuum of care planning body². This should include using and publicizing the Service Point System and the Housing Locator System,³ making landlords and service agencies aware of them, and encouraging and supporting them to use the systems and contribute data.
 5. Raising the awareness of people with disabilities, advocates and service providers about how person centered planning, individual budgets and other supports for self-determination can help provide people with disabilities with real choice about where and with whom they live.
- D. Install the Service Point System (See footnote 3.) at the project office and in the offices of two or more other organizations that provide housing services in the project community.
- E. Housing development specialists will receive training, technical assistance and support in housing development processes through the statewide “Finding My Way Home” project and local sources.

Outcomes and Outcome Indicators. Proposals must show how the proposed projects would achieve:

- A. A targeted number of people with disabilities who have homes of their choice through project efforts.
- B. A targeted number of people with DD who move to less restrictive settings through project efforts.
- C. A targeted number of dollars leveraged for housing for people with disabilities.
- D. A targeted number of banks making mortgage funds available for people with DD to buy homes.
- E. A targeted number of housing programs and policies created or improved to the benefit of people with disabilities.
- F. A targeted number of units of affordable, accessible housing made available for people with disabilities.
- G. A targeted number of self-advocates, family members and others active in systems advocacy about housing for people with disabilities.
- H. A targeted number of communities that have information about how to increase the availability of affordable, accessible housing for people with disabilities.
- I. A targeted number of entities in housing related partnerships or coalitions created or sustained because of project efforts.

Products: In addition to products listed in “General Requirements,” above, a proposal for *Community Partnerships for Finding Our Way Home* must describe how the project would develop a final report, suitable for dissemination to others interested in improving housing for people with disabilities. The report will discuss the results of the project’s efforts and tell the stories of the project impact on the lives of individual people with disabilities. It may be in any format or combination of media that can be widely disseminated. Projects will submit successive drafts of the report to the grants manager as follows:

- Year 2:** Outline and table of contents (or other outline of the report’s structure, e.g., menu);
- Year 3:** Draft for review by DD Council staff, other projects, and interested others;
- Year 4:** Final product and plan for dissemination.

¹ See the “Glossary of Terms” in *Information and Tools for 2005C*.

² See the “Glossary of Terms” in *Information and Tools for 2005C*.

³ See the “Glossary of Terms” in *Information and Tools for RFP Package #2005C* for information about these interagency software systems.

Other Requirements: A proposal for *Community Partnerships for Finding Our Way Home* must also include:

- A. Description of the current availability of affordable, accessible housing in their community, with a summary of current activities targeted to improving it.
- B. Letters of support that include concrete specifics about:
 1. The letter-writer's experience with the applicant's collaborative work, and
 2. What the organization or individual commits to do and/or provide to support the proposed project.

Eligible Applicants: Private non-profit organizations and government agencies that have:

- A. Access to the skills and experience needed to carry out the proposed project, including knowledge of and experience with:
 1. Housing issues, agencies that work with them, and the resources available to people with disabilities and others who need help getting the housing they want.
 2. Disability issues, agencies that work with them, and the supports and services people with disabilities need to live and take part in inclusive communities.
 3. A history of developing and providing services and supports for people with DD in ways that support self-determination and use cutting edge approaches;
- B. Experience with, understanding of, and commitment to, self-determination and community inclusion for people with DD and their families;
- C. Substantial support from the people and organizations in their community whose help can assure the project's success.

Project Period: 4 years starting December, 2005.

Project Budget: The Council anticipates having:

Federal: Up to \$300,000 per year for 4 years, to be divided among 4 to 6 local projects.

Match: Each project will be required to provide 25%, or $\frac{1}{4}$ of the total project budget (33.33%, or $\frac{1}{3}$ of the federal amount) in state, local or private match funds (cash or in-kind). (Per project: about \$16,667 to \$25,000 per year (depending on the size of the federal grant) for four (4) years.) See "Section IV: Matching Requirements."

Total Federal \$\$ per year	Approximate federal \$\$ per project per year	Approximate amount of required match per project per year
\$300,000	\$50,000 to \$75,000	\$16,667 to \$25,000

Review Criteria: See table on next page.

Review Criteria Community Partnerships for Finding Our Way Home

Professional and organizational capacity and commitment:	Possible Score	Review Score
<p>Evidence of knowledge and understanding, and of access to expertise about:</p> <ul style="list-style-type: none"> Federal, state and local funding sources for housing. Disability issues and working with people with disabilities, including housing services and supports. <p>Y This proposal demonstrates ability to understand and work with coalitions in housing services, and to support and enhance self-determination and inclusion for people with DD.</p>	20	
<p>Evidence of commitment to the principles of person centered planning, self-determination and full community participation and inclusion for people with DD, and for minority and culturally distinct populations.</p> <p>Y This organization intends to bring about positive change in housing for people with disabilities and other disenfranchised groups, and believes in inclusion and self-determination.</p>	15	
<p>Evidence of capacity, capability and experience with developing and supporting collaboration among community agencies and linking people with the services and other resources they need to live and participate in the community.</p> <p>Y This applicant has the understanding, capability and connections to make this project work. The proposal includes plans and letters of support that make that clear.</p>	15	
Quality of the proposal and its responsiveness to this RFP.		
<p>Quality of the workplan and evaluation. Clarity and concreteness of the outcomes and indicators that can fulfill RFP objectives. The proposal addresses requirements of the RFP competently and thoroughly, and assures the project's sustainability.</p> <p>Y The steps proposed would accomplish what the RFP intends: This project will change the availability of housing for people with disabilities and others in its community.</p> <p>Y The outcomes and indicators are clear and understandable and will measure project progress accurately. Achieving them will accomplish the Council's intent for the initiative.</p>	17	
<p>Evidence of understanding the problems the RFP addresses and of responsiveness to RFP requirements, including compatibility with the Council's philosophy and values and a reasonable, practical and achievable budget.</p> <p>Y The proposal realistically confronts the problems posed by the RFP and meets the requirements. It shows that the project will serve the Council's target population and achieve the targeted outcomes, including substantial increase in housing for people with developmental disabilities.</p> <p>Y The budget shows clearly how the project would pay for proposed activities. Costs are reasonable, neither too high for the scope of the project nor too low to cover the work needed.</p>	18	
<p>Evidence that people with disabilities and their families, including minorities and culturally distinct populations, helped develop the proposal and will help plan, carry out and evaluate the project.</p> <p>Y The proposal states directly that people with disabilities, family members and minorities participated in developing the proposal and describes their meaningful contributions.</p> <p>Y It explains clearly how they will participate in all aspects of running and evaluating the project in meaningful, substantial ways.</p> <p>Y Their participation is genuine and meaningful, not "tokenism," perfunctory or disrespectful.</p>	15	
Potential Score	100	

Section III. Proposal Review Process

A. Proposal Review.

The Developmental Disabilities Council's Executive Director or designee appoints a panel of reviewers for each RFP initiative. Reviewers include people with disabilities, family members and other experts in the field. There is also attention to representation from various parts of Michigan and from minority and culturally diverse populations. The panel reviews and ranks proposals according to the criteria listed in Section II. Project Specifications, using the Review Criteria for the relevant RFP (See *Section II*, above), and makes recommendations for the Council's award decisions.

B. Assistance and Information for Potential Bidders.

1. Bidders' Conferences

a. For both RFPs: April 14, 2005 starting at 1:30 p.m.

1:30 p.m. Finding Our Way Home: Statewide.

2:30 p.m. Community Partnerships for Finding Our Way Home.

b. For 2005C.2. Community Partnerships for Finding Our Way Home:

1:30 p.m. June 9, 2005.

All Bidders' Conferences are in the DD Council Conference Room, 1033 S. Washington, 3rd floor; Lansing (a map is available on request)

Staff will explain the Council's grant making practices and the specific requirements for these initiatives, reviewing each RFP, the Council's intent in issuing it, requirements, and proposal forms and procedures. There will be a question and answer session after each discussion. Bidders are not required to attend, and you can request the handout material from staff via telephone or e-mail. However, we do not record bidders' conferences and cannot guarantee that all points raised by participants will be covered in any other presentation or format.

2. Further technical assistance.

You can get help with your proposal by telephone, email, or in person at the Council office. Contact:

Cheryl Trommater, (517) 334-7023, trommater@michigan.gov or

Glenn Ashley, (517) 334-7241, ashleygle@michigan.gov.

On request, **as time permits**, staff will review drafts of workplans and budgets, consult on proposal focus and Council intent, and advise on most aspects of proposal development.

C. Calendar.

The schedule and deadlines for these RFPs are in the table on the next page. Dates are for information only and may change for a variety of reasons

Calendars for RFP Package #2005C

RFP 2005C.1. *Finding Our Way Home: Statewide*

April 14, 2005	Bidders' Conference for both projects. (See III.B.1, above for specifics.)
May 24, 2005	Deadline for receipt of proposals for <i>Finding Our Way Home: Statewide</i> at the DD Council office by 2:30 p.m.
Usually 30 - 60 days	Review and ranking of Proposals.
	Award decision. Contract development.
October, 2005	Estimated project start-up for <i>Finding Our Way Home: Statewide</i> .
Within 30 - 60 days of startup	Grantee Orientation to introduce the purpose and context of the DD Council's grants program; and to explain reporting, payment, financial requirements, monitoring and evaluation, program and budget revisions.

RFP 2005C.2.: *Community Partnerships for Finding Our Way Home*

April 14, 2005	Bidders' Conference for <i>Community Partnerships for Finding Our Way Home</i> . (See III.B.1, above for specifics.)
June 9, 2005	Bidders' Conference for <i>Community Partnerships for Finding Our Way Home</i> .
July 7, 2005	Deadline for notifying your local RICC of your intent to develop a proposal for <i>Community Partnerships for Finding Our Way Home</i> . (RICC Review is not required for proposals <i>Finding Our Way Home: Statewide</i> .)
July 21, 2005	Deadline for receipt of proposals for <i>Community Partnerships for Finding Our Way Home</i> at the DD Council office by 2:30 p.m.
	Deadline for receipt of proposals for <i>Community Partnerships for Finding Our Way Home</i> by local RICCs.
<u>August 2, 2005</u>	Deadline for RICCs to get their reviews to the DD Council office.
Usually 30 - 60 days	Review and ranking of Proposals.
	Award decision. Contract development.
December, 2005	Estimated project start-up for winning proposals.
Within 30 - 60 days of startup	Grantee Orientation in Lansing to introduce the purpose and context of the DD Council's grants program; and to explain reporting, payment, financial requirements, monitoring and evaluation, program and budget revisions.

Section IV. Match Requirements

A. Funds from other federal programs.

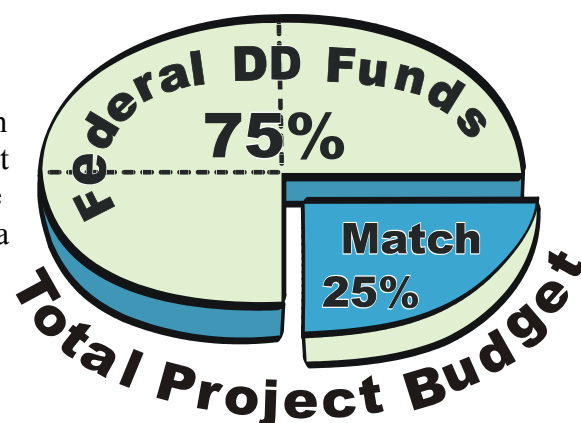
Funds from other federal programs may provide part of the support for a project; but projects may NOT use them to match federal developmental disabilities funds.

B. State-Level Projects.

The DD Council does not currently require match from *state-level* projects. Proposed Year 1 budgets for current state-level initiatives need not specify match. Bidders should understand, however, that the DD Council may, in the later years of multi-year projects, find it necessary to require that all projects identify match, depending on the Council's ability to continue to identify state-level match for its federal DD grant funds.

C. Local Projects.

Most local projects may receive up to 75% of project funding from federal Developmental Disabilities funds. In that case, the project must provide 25% of the total project budget (1/3 as much as the federal share) as match from non-Federal resources. This formula is for maximum funding. The Council encourages applicants to secure more match than required, in order to reduce the amount of federal funding needed.



Match Formula for Local Projects

75% Developmental Disabilities Council grant funds
+ 25% Match funds
= 100% Total Project Budget

D. Cash and In-Kind Match.

Matching funds for all proposals may be in-kind or cash. In-kind match can include the cash value of local donated resources such as volunteer time, donated office space, use value of equipment, and other similar resources needed by the proposed grant project.

Section V. Duration of Funding

DD Council grant projects vary in duration. Section II of the Request for Proposal package sets duration for each specific project or set of projects. Developmental Disabilities funds will not be available to support an activity beyond the period set. Where the project period is greater than one year, the Developmental Disabilities Council will contract for an initial funding period not exceeding one year. Renewal for later years depends on availability of funds and:

- A. The project's success** in achieving objectives of the funded period,
 - B. The agency's plan** for the next funding period, and
 - C. Continued support** of the goal, objective, and project by the Michigan Developmental Disabilities Council
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